

Professional Standards Approval/Voting Procedures

May 19, 2021 FINAL APPROVED

Purpose:

The purpose of this procedure is to outline the process for members of the Professional Standards Committee (PSC) to vote on application recommendations.

Procedure:

1. The Professional Standards Coordinator (Coordinator), staff member of the Virginia Department of Criminal Justice Services (DCJS), will lead the review of Professional Standards applications submitted during the annual period of acceptance. The Coordinator will evaluate all applications and materials submitted for consideration for accreditation.
2. The Professional Standards Site Visit Consultant (Consultant), staff member of the Virginia Department of Criminal Justice Services (DCJS), will assist with the evaluation of applications in collaboration with the Coordinator. The Consultant will conduct all on-site visits with applicant programs.
3. The Coordinator and Consultant will meet to review their evaluation findings. For each applicant, they will draft a summary report of their findings, plans of action (if any), the status recommendation, and an explanation of why that status is recommended.
4. The summary reports will be provided to members of the PSC prior to the next regularly-scheduled meeting.
5. At the next regularly-scheduled meeting, the PSC will discuss the recommendations and vote on applicants' status determinations. Members of the PSC affiliated with an applicant agency will withdraw their participation and presence during meetings and decision-making on that agency's application.
6. The Coordinator will notify applicants of their status within ten (10) business days following the meeting.
7. The Coordinator will collaborate with applicants who have Provisional Accreditation status and will provide periodic updates on the progress of these applicants to the PSC.

In accordance with the **Professional Standards Application Process** (adopted on September 16, 2020):

Provisionally accredited agencies have six months to submit a "Plan of Action" to comply with each unmet criteria, and up to twelve months to document that the professional standards are being met.

At any time, documentation in response to plans of action may be submitted to the Coordinator, who will provide it to the PSC. The PSC will review the information and may change the applicant's status from provisionally accredited to fully accredited.

The PSC will deny accreditation to any provisionally accredited agencies that do not submit plans of action or meet the professional standards within 12 months of initial status.